

# Requirements for Reweathering Reporting

ODOC Weatherization Program Notice 23-3  
Issued June 19, 2023

**To:** All ODOC Regional Weatherization Service Providers – Executive Directors and Weatherization Program Managers

**From:** Amanda Marcott-Thottunkal, Director of Energy and Empowerment Programs

**Regulations:** [Consolidated Appropriations Act, 2021](#); [42 U.S. Code § 6865\(c\)\(2\)](#); [DOE Weatherization Program Notice 23-1](#);

**Purpose:** To provide an update to the Regional Weatherization Service Providers regarding the use of Department of Energy Weatherization Assistance Program (DOE/WAP) funds to re-weatherize a home.

**Implementation Date:** Effective July 1, 2023 for the annual Weatherization Assistance Program (WAP) and Bipartisan Infrastructure Law (BIL). This guidance will remain in effect until further ODOC notice.

## Regulatory Background

Historically, homes have only been allowed to be reweatherized if the unit was weatherized during the period of September 30, 1975, through September 30, 1994. On December 27, 2020, the Executive Office signed the [Energy Act of 2020](#) ([part of the Consolidated Appropriations Act, 2021](#)) which included language authorizing the reweatherization of a home if 15 years have passed since the original services. This also amended [42 U.S. Code § 6865\(c\)\(2\)](#) and removed the reweatherization date, September 30, 1994, to create a “rolling” option.

The purpose of this OWPN is to explain the documentation of homes that have been re-weatherized after 15 years to be in compliance with the U.S Department of Energy (DOE)

WPN 23-1. This OWPN also explains how all re-weatherization activities must be reported separately each quarter.

## Program Guidance

1. If a home (for either annual WAP or WAPBIL<sup>1</sup>) has been reweatherized, every Subgrantee Recipient must use Form 2, Reweatherization Spreadsheet, as a method to report data to ODOC.
2. The Subgrantee Recipient must complete column A through K of the Form 2, Reweatherization Spreadsheet which includes the following items:
  - a. Job Number
  - b. Client Name
  - c. Street Address
  - d. Apt. # (if applicable)
  - e. City
  - f. State
  - g. Zip Code
  - h. County
  - i. Phone Number
  - j. Date of last weatherization
  - k. Previous weatherization received funding source (if applicable)
    - i. This includes DOE BIL, DHS LIHEAP, USDA, and HUD weatherization programs (if the home previously received these funds).
3. Form 2 must be uploaded with an agency's Quarterly Report (the 20<sup>th</sup> of the following quarter's month) in OKGrants if the agency reports a home was reweatherized.
4. All client home documents must be kept for record retention purposes no less than 20 years.
5. Should there be any questions about this ODOC Program Notice, please contact the Energy Programs Planner, Kayla Cornett at [kayla.cornett@okcommerce.gov](mailto:kayla.cornett@okcommerce.gov) or (405) 215-6240

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<sup>1</sup> This form is not required to be submitted for DHS LIHEAP weatherized homes.